


# VACANCY NOTICE

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Chief Casework Supervisor	CLASSIFICATION CODE: 02824500
	SALARY RANGE: OA34A/ \$70207 - 79563	REFERENCE POSITION NO.: 1255-10000-TBD
	Department of Human Services	APPLICATION PERIOD: 10/12/11-10/18/11
	Division/Section/Unit Management Services	GRACE PERIOD ENDS 10/21/2011 4:00 PM
	Assignment(s) / Comments PLEASE APPLY BY RESUME ONLY	
	Shift and Days: Monday - Friday 8:30 - 4:00 NS	Job Location: Northern Region, Pawtucket & Woonsocket
	Restrictions/Limitations: None	
	Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Name of Bargaining Unit Union: RIASSE Local 580	
	There is* is not <input checked="" type="checkbox"/> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>
Responsible for supervising all supervisors in assigned Region (Supervising Eligibility Technician's and Case Work Supervisor's.) Review and answer policy questions for four programs (LICC, MA, RIW,SNAP.) Insure the implementation of all procedural and systematic changes in the field on the directive of the Regional Manager's Assistant and administrate when needed. Monitor program integrity, timeliness for all programs (CC,MA,RIW, SNAP.) Answer directly to inquiries from the Secretary of OHHS Office regarding customer issues, and assist in developing efficient procedures in three regional offices. Conduct interviews when necessary for supervisory candidates. Monitor Supervisors work, and discipline of staff when needed. Consult Supervisory staff on best practices. Assist in formatiing Unit meetings. Attend meetings for RIW Management. Report directly to the Regional Manager. Assist in training staff and supervisors; and other related duties as required.		
<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>		
<b>Education:</b> Possession of a Master's Degree in Social Work from an accredited institution of higher education;		
<b>Experience:</b> Full-time employment as a Senior Case Work Supervisor; or, at least three years full-time employment in a responsible supervisory, administrative, or consultant position in a public or private social case work agency, hospital, or mental health or public health program.		
Or, any combination of education and experience that shall be substantially equivalent to the above.		
<b>Minimum Education &amp; Experience</b>		
<b>Where to Apply</b>		
<p>Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b></p> <p>Maria Morrison OHHS Human Resources Service Center Benjamin Rush Bldg, 2nd flr 55 Howard Avenue Cranston, RI 02920</p> <p><b>Fax and email resumes/applications are not accepted. US Mail only.</b> TTY/TDD #: 711 (Telecommunication Device for the Deaf)</p>		
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER